



Core Financial Project  
**Logistics**  
Change Discussion Guide

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# About This Guide

## What is a Change Discussion Guide?

A Change Discussion Guide is a communication tool designed to describe specific process changes that may affect the way you currently perform various roles within your job. The overview of the changes in this guide will provide you with a foundation to better understand the changes that will result from Core Financial.

## How Should I Use This Guide?

Use this guide to help understand and communicate the changes Core Financial will bring to your various roles within your job. This guide is NOT training. Training will teach you how to use SAP R/3 to complete tasks. To make training as effective as possible, you should understand how the roles and tasks you currently perform are changing *before* you attend classroom sessions.

The scope of the Core Financial Project includes six functional, or process, areas; Budget Execution, Purchasing, Cost Management, Accounts Payable, Accounts Receivable and Standard General Ledger. This guide was developed to address changes in one of those process areas. The guide provides an overview of the process area, however, you may only perform specific roles or tasks within that process. You should discuss specific impacts to the roles or tasks you currently perform with your supervisor.

# **Integrated Financial Management Program Overview**

The mission of the Integrated Financial Management Program (IFMP) is to improve the financial, physical and human resources management processes throughout the Agency.

IFMP will reengineer NASA's business infrastructure in the context of industry "Best Practices" and implement enabling technology to provide necessary management information to support the Agency's strategic implementation plan.

IFMP will create significant positive change in NASA's business and administrative processes and systems.

As we move into the future, we will be changing:

- Business processes
- Working relationships
- Job content and skill requirements
- Policies and procedures
- Organizational relationships relative to decision making and access to information

The Integrated Financial Management Program includes the following Projects: Travel Management, Position Description Management, Resume Management, Core Financial, Human Resource Management, Integrated Asset Management, Budget Formulation, Procurement Management, eProcurement Prototype.

# **Integrated Financial Management Program Overview**

# Core Financial Project Overview

## Core Financial Project Mission

The Core Financial Project provides the management and technical leadership for the Agency-wide implementation of standard systems and processes necessary to support the Agency's financial management activities.

## Core Financial Project Scope

### **Budget Execution**

Records budget authority and resources available, tracks apportionment and allotments, permits the establishment of spending limits, and collects financial actuals, permitting the comparison of budget to actual data. Records commitments and obligations, including verifying and tracking the availability of funds

### **Purchasing**

Records the accounting impacts associated with obligations from contract awards, purchase orders, grants, and modifications by associating procurement line items with the respective accounting line items

### **Cost Management**

Uses workforce, cost, labor, and other inputs to determine cost information and the allocation of costs

### **Accounts Payable**

Prepares and delivers payments, as well as advanced payment processing for services rendered

### **Accounts Receivable**

Creates, processes, and manages reimbursable and non-reimbursable bills for accounts receivable

### **Standard General Ledger**

Establishes SGL accounts and code, maintains the FCS and SGL, and reports financial information

## **Core Financial Benefits**

### **Center Management**

- Enable a “One NASA” Concept by providing an integrated and consolidated information source to facilitate data-sharing across the Agency
  - Providing consistent, accessible financial data
- Provide accounting and budgeting structure to enable Full Cost Management
- Support business-based, decision making
  - Providing timely financial information so that it can be used in the decision-making process
- Provide financial information backbone to be integrated with project management data for an integrated view of project status
- Provide technical foundation to lead NASA into the world of e-commerce and e-government

## **Core Financial Benefits**

# Core Financial Benefits

## Resource Management

- Increase time available for meaningful management analysis
  - Reduce need to compile and reconcile data from disparate sources and systems
  - Provide a single point of data entry (elimination of duplication)
  - Provide a real-time, single, consolidated general ledger
  - Reduce research and analysis time by providing drill-down capability to original source documents
- Improve timeliness of acquiring goods and services needed to perform the mission of the Agency
  - Provide fully-automated purchase request creation, routing and approval
  - Provide a simplified bankcard process

## **Core Financial Benefits**

### **Financial Management**

- Resources used more effectively and efficiently
  - Automatic calculation of interest
  - Automatic aging of accounts receivable
  - Better handling of installment payments from customers
  - Automatic preparation of IRS 1099s for debt cancellations
  - Automated trial balances, FACTS I and II
  - Elimination of PAC and Hilite Reports
  - Elimination of FACS generation and transmission to NASA HQ
- Provide easier distribution of carrier account transactions
- Shared information across functions (e.g., accounting and procurement)

## **Core Financial Benefits**

# SAP

## **SAP—An Integrated System**

- SAP modules are highly integrated
- Centralized database
- Business events recorded only once in system
- Creates consistency among records and modules
- Maximizes data integrity
- Real-time funds availability checking prevents anti-deficiency

## **SAP—An Agency-Wide System**

- Configured as an Agency solution
- Centralized financial management system
- One legal entity and one chart of accounts
- Managed centrally through a Competency Center
- Accessible to all Centers
- One coordinated closing process for periods



# Purchasing Overview

What is Purchasing under Core Financial?

## Process Purchases

- Plan Acquisition
- Initiate Purchase Request
- Perform Pre-Solicitation Activities
- Solicit Offers
- Evaluate Offers (price only)
- Award Contract (e.g., purchase orders, contracts, grants, cooperative agreements)
- Issue Tasks (e.g., delivery/task orders)
- Monitor Performance
- Modify Contract (modifications)
- Accept Deliverables
- Review Invoice
- Closeout Contract
- Maintain Material Master Data
- Maintain Templates
- Perform Novation Activities

# Purchasing Overview

# Logistics Overview

## Goods Receipt Change Impacts

- PO information populated on goods receipt transaction without re-keying data
- Integration with Accounting for recording of cost
- Automatic Tracking and Status of deliveries against award documents

## Cataloging

- Catalog/Logistics Approvers review PRs for Supplies to determine if an NSN exists for the line item and, if yes, if it is available through NSMS. If it is available through NSMS, then the Catalog/Logistics Approver will have to modify the PR and enter source vendor and the NSN. If not available through NSMS, then the PR is released for further processing/approval.
- Catalog/Logistics Approvers will have to ensure that consistency between Material Groups and NSNs.

## **Core Financial Role Mapping**

A “Role” is:

- A component of a job.
- Any given job can be composed of one or more roles.

Core Financial to-be roles were defined for the Agency.

The Core Financial project team developed an initial list of end-users mapped to these to-be roles.

Managers and Team Leads were briefed on the role mapping process. They were asked to:

- Review the list of to-be roles.
- Think about which roles would be linked to which of their employee(s).
- Review the end-user/role map initial list and make additions/deletions/corrections as necessary.

Managers and Team Leads re-visited the list of end-users mapped to the to-be roles on a periodic basis until the list was finalized.

(NOTE–Position Descriptions will not be changed as a part of the Core Financial project.)

## **Core Financial Role Mapping**

# Logistics Roles

## ACCEPTOR

**Description:** The Acceptor is responsible for reviewing the Receiver's actions and receiving the inspection results, if applicable. The Acceptor is responsible for viewing procurement documents, performing acceptance/rejection of the deliverables, and performing goods transfer transactions. If deliverables are rejected, the Acceptor enters a reason code into the SAP system.

## BANKCARD RECEIVER

**Description:** The Bankcard Receiver is responsible for physically receiving and verifying that goods or services have been delivered. The Bankcard Receiver displays the record of purchase and records the receipt of goods or services against the record of purchase.

## RECEIVER

**Description:** The Receiver is responsible for physically receiving and verifying that goods have been delivered. The Receiver displays procurement documents and records receipt of goods against the procurement document at the line item level.

## REQUISITION APPROVER

**Description:** The Requisition Approver is responsible for reviewing the requisitions received through workflow and approving or rejecting them based on the review. The final approval of the requisition will take place in the procurement office.

## Frequently Asked Questions

### **Is goods receipt performed at the point of “record receipt” or at “perform acceptance”?**

Goods Receipt is performed on the dock when the goods are physically received.

### **How does “Goods Receipt” differ from “Record Acceptance”?**

"Goods Receipt" is the physical receipt of the goods on the dock, there is no cost incurred. When the Acceptor accepts a good "Record Acceptance", cost is incurred.

### **How will goods be received that do not have a Purchase Order?**

If there is no contract in the system, then there would be no receipt in the system. It would all be done offline.

## Frequently Asked Questions

# Key Terms

## **Material Document**

A document that constitutes proof of one or more material movements and is a source of information for applications further on in the chain. A material document contains one or more items and can be printed out in the form of a slip to accompany physical goods movements (GR/GI slip).

## **Material Type**

Enables the SAP system to find predefined posting rules determining how the accounts of the financial accounting system (stock and consumption accounts) are to be posted and how the stock fields in the material master record are to be updated.

## **Purchase Order**

In SAP, this term refers to any award document that obligates funds, including: Commercial Purchase Orders, Noncommercial Purchase Orders, A-E Orders, Midrange Contracts, NDPR, NSMS Orders, Contracts, Grants, Cooperative Agreements, Task Order/Delivery Orders for NASA contracts, Task Order/Delivery Orders for other agency contracts, and SBIR/STTRs.

## **Vendor Material Number**

SAP field that is used to identify the National Stock Number (NSN) for a Procurement Line Item (PLI) and serves as a trigger for the interface with the NASA Supply Management System (NSMS).

# Core Financial Training

The four major components of the Core Financial training include: **RWD SAP 4.6, Instructor-led Training (ILT), Web-based Training (WBT), and Online Quick Reference (OLQR).**

## RWD SAP 4.6

This course is web-based. You are required to take the RWD SAP 4.6 course prior to any other web-based or instructor-led training you have been scheduled to attend. It is designed to give you a basic understanding of SAP 4.6 prior to your role-based training. Only those employees who have taken the RWD SAP 4.6 will be allowed to attend the role-based training courses. [NOTE: In order to perform your role(s) proficiently, it is imperative that you attend all role-based training courses for which you are scheduled.]

The following highlights some aspects of the RWD SAP 4.6 training course:

- Provides an overview of the SAP system using generic examples and data
- Provides end-users with a foundation to use SAP 4.6 in their roles
- Contains modules on SAP Navigation, SAP Reporting, and additional SAP features (SAP Help, Using Matchcodes, and Using T-Codes)

## Instructor-led Training (ILT)

There are 32 instructor-led training courses. These courses vary in length from two to eight hours. The to-be roles you will be performing in SAP determine the courses you will be scheduled to attend. Instructor-led training is:

- Led by business/functional experts
- Places emphasis on interactive discussions, hands-on practice, and exercises
- Enables instructors to use the training database, the OLQR, and their own experience
- Employs presentation tools and exercise packets that are distributed to participants

# Core Financial Training

# Core Financial Training

## Web-based Training (WBT)

The Core Financial Web-Based Training (WBT) course will focus on procedures that describe the process end-users will need to use to complete tasks related to specific roles. These courses are designed with multiple modules that will afford you an opportunity to: direct your own learning; determine the right level of detail; and assess the success of instruction. You will be able to access WBT on the NASA Intranet, at your workstation, during the two months prior to “go live”. Web-based training:

- Provides a high-level overview of the Core Financial processes
- Focuses on procedures that describe how to complete tasks related to specific roles
- Focuses on a specific process or system (e.g., bankcard), and offers information you will need to understand the financial and accounting system in SAP.

## ***SAP Mission Control – Online Quick Reference (OLQR)***

The Core Financial SAP Mission Control (OLQR) tool is designed to provide you with procedures, job aids, and other necessary Help content via the Internet. The Help content is role-related, focusing on tasks you will perform within your roles and providing needed assistance to effectively use SAP to execute those tasks. This tool:

- Supports you on the job at your point-of-need
- Includes step-by-step Core Financial transaction requirements, definitions, and process descriptions
- Includes flows for specific business processes

## Training Invitations

You will receive your training invitations by e-mail. The invitation includes information on the training courses you are expected to attend and instructions on how to sign up for your courses.



# Logistics Curriculum

## Course Name – NASA Core Financial on the Web

Description: In the Web-based Training (WBT) course, end-users will be provided with an overview of NASA Core Financial business areas and detailed business process information related to specific roles within Core Financial functions. There will be one WBT training course that covers all functional areas, composed of 17 modules. Provided, below, are descriptions of the WBT modules that end-users in Purchasing will be required to complete prior to implementation.

### **WBT Module: Bankcard Central Receiving**

Description: In this module, end-users will learn the processes and procedures for physically receiving and verifying that goods or services have been delivered. End-users will also be taught how to display the record of purchase and record the receipt of goods or services against the record of purchase. End-users will also learn about the reports associated with bankcard central receiving. (Role: Bankcard Receiver)

### **WBT Module: Goods Receipt/Acceptance**

Description: In this module, end-users will learn how to verify that goods are delivered and how to record the receipt of goods within SAP; they will learn how to perform acceptance or reverse acceptance of goods; as well as learn how to reject goods that have been delivered. (Roles: Acceptor, Receiver)

### **WBT Module: Requisitions**

Description: During this course, Requisitioners will learn how to plan and initiate purchase requests. In order to plan a purchase request, the end-user will be taught how to identify vendors in the system, review procurement history, and evaluate other government mass-buy contracts. This course will also teach Requisitioners how to create, change, and attach prepared supporting documents (e.g., Justification for Other Than Full and Open Competition (JOFOC), evaluation criteria, government estimates, the Statement of Work, SPECs, and Contract Data Requirements Lists (CDRLs)) to the purchase requisition. In addition, Requisitioners will learn how to track status of their purchase requisitions and subsequent resulting documents from the initiation of the request through receipt of delivery and payment. Requisition Approvers will learn how to approve and reject purchase requisitions. (Role: Requisition Approver, Requisitioner)

# Logistics Curriculum

# Core Financial Contacts

## Who Should I Go To If I Have Questions?

Your supervisor should be the first person you turn to with questions concerning changes in your job. If your supervisor cannot address your question, they will follow up with your Change Agent to address the question.

## HQ Change Agents:

<b>Codes/Areas Covering</b>	<b>Name</b>	<b>Code</b>	<b>Phone</b>	<b>Email</b>
A, CO	Michael Chatman	CFA	(202) 358-0085	mchatman@hq.nasa.gov
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M - Funds processing and PRs	Vickie Walton	MAA	(202) 358-1016	vwalton@hq.nasa.gov
M - General	Gary Gaukler	MAA	(202) 358-1013	ggaukler@hq.nasa.gov
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## Core Financial Contacts

### HQ Change Agents, continued:

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For copies of other guides referenced in this guide, please contact your supervisor or Change Agent.

## Core Financial Contacts